

Notice Changes 03-08

Updated Notices:

A502 CONT BEN FAIR HEARING SANCTION

This notice was updated to include the requirement for all work-eligible individuals to negotiate a FIA with the OPA **AND** a new EP with the WoRC Program in order to receive benefits for the month following receipt of continued benefits. The OPA worker will enter a date that both the FIA and EP must be negotiated by. **(This date should be the last day of the continued benefit month).**

A607 TANF CLOSE NO EMP PLAN (EP)

The title of this notice was updated to reflect that the case is closing due to lack of a current employability plan (EP), not a FIA. This notice now specifically indicates that the participant is to contact the WoRC Program to negotiate a current EP or their case will close. The OPA worker will enter a date that the EP must be negotiated by. **(This date should be the last day of the current month.)**

A612 “GOOD CAUSE GRANTED”

This notice has been updated to include the requirement to negotiate a new FIA with the OPA **AND** a new EP with the WoRC Program **within ten days of the notice** or their case will be closed. Previous instructions indicated that the participant did not have to contact the OPA, however, policy now requires the participant to contact the OPA to negotiate a new FIA and to contact WoRC to negotiate a new EP.

A741 1st SANCTION DECREASE – WORK ELIGIBLE

This notice was updated to state that the work-eligible individual must negotiate a new FIA with the OPA **AND** a new EP with the WoRC Program in order to receive the reduced amount of benefits. The OPA worker will enter a date that both the FIA and EP must be negotiated by. **(This date should be the last day of the current month or the month prior to the sanction penalty month).**

A740 1st SANCTION DECREASE – NO WORK ELIGIBLE

This notice was updated to state that the individual who is sanctioned, but is not a work-eligible individual must negotiate a new FIA with the OPA **AND** a new EP with the WoRC Program in order to receive the benefits following the month of sanction. The OPA worker will enter a date that both the FIA and EP must be negotiated by. **(This date should be the last day of the sanction penalty month).**

M009 PENDING MA APPL – REQ FOR INFO

This notice was updated to request proof of the equity value of all resources in #10 rather than just proof of the resources. This change was a suggestion from PIER.

M100 MA APPROVAL

This notice was updated to include language regarding where to call for information on the services covered by Medicaid AND Passport to Health Program information.

M605 CLOSE FM OPEN TRANSITIONAL

This notice was updated to replace Extended Medicaid with Transitional Medicaid. The criteria for retaining Transitional Medicaid were updated and the requirement to comply with CSED was removed. The language regarding the mailing of a Medicaid ID card was also removed.

X003 REQUEST FOR WAGE VERIFICATION

This notice was updated to include language regarding whether or not overtime was expected in the job. This change was a suggestion from PIER.

New Notices:

A202 DENIAL – ICM NOT COMPLETED

This notice will be used when an individual who is required to complete an intensive case management (ICM) meeting prior to being eligible for TANF benefits, fails to complete the ICM within the 30 day application processing timelines. This will result in denial of TANF benefits. (Please refer to TANF 702-3 pages 7-9).

A613 CLOSE – ICM NOT COMPLETED

This notice will be used when an individual who is required to complete an intensive case management (ICM) meeting within the first 30 days of eligibility fails to complete the ICM meeting. This will result in case closure following timely notice. (Please refer to TANF 702-3 pages 7-9).

A640 SANCTION ON CLOSED CASE

This notice will be used when a sanction is imposed on an individual whose TANF cash assistance is already closed and notice of closure has been sent. **If the case is closed and prior notice of closure has been sent, adequate notice of sanction is required.** This notice indicates that the sanction will still “count” against the individual and that if it is the second or subsequent sanction, it will result in the ineligibility period being imposed against all household members.

A616 GOOD CAUSE NOT GRANTED

This notice will be used when an individual requests good cause but the good cause is denied and the sanction will be imposed. Because of the various results of the sanction, depending on work-eligible vs. not work-eligible and the number of sanctions, the OPA case manager will be required to accurately outline the results of the sanction, **including providing a date that the participant must negotiate a new FIA and a new EP, if required.** (See A740 and A741 notice information above for reference.)

Deleted Notices:

A601 1st SANCTION CLOSE – NO WORK ELIGIBLE

This notice was deleted as it is no longer necessary. The A740 notice, which is sent when a sanction is imposed on an individual who is not a work-eligible individual, indicates that they must negotiate a FIA/EP by the end of the sanction penalty month to avoid closure of their case. Policy outlined in 702-3 page 11 #9 states that the case is closed using the ‘FIA’ closure code and that no further notice is required.